

SOMERTON PARISH COUNCIL

Notice of the ANNUAL PARISH COUNCIL meeting to be held on 3rd May 2022 at
The Village Hall, Cottage Road, Somerton at 7.00pm.

27th April 2022

Dear Councillor,

Your attendance is required at the **Annual Meeting of the Parish Council** to be held on
Tuesday 3rd May 2022 at 7.00pm in The Village Hall, Cottage Road, Somerton.

Members of the press and public are cordially invited.

Sarah Hunt

Sarah Hunt
Locum Clerk

AGENDA

1 Election of Chairman.

Chairman to sign Declaration of Acceptance of Office.

2 Election of Vice-Chairman.

3 Minutes.

To receive and approve the Full Council minutes dated 5th April 2022.

4 Apologies

To consider and approve apologies for absence.

To note that an election will be held to fill the current vacancy. Polling Day will be
Thursday 16th June 2022. To consider whether or not to send out polling cards – cost to
be advised.

5 Declarations of Interest.

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to
something on your Register of Interest Interests form. You must declare the interest
and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects

- Your well being or financial position.
- That of your family or close friends.
- That of a club or society in which you have a management role.
- That of another public body of which you are a member to a greater extent than others in your Parish.
- You must declare a personal interest but can speak and vote on the matter.

Whenever you declare an interest you must say why the interest arises, so that it can be
included in the minutes.

6 Public Speaking.

6.1 County Councillor James Bensly

6.2 District Councillors; James Bensly and Noel Galer.

6.3 Police Representative.

Locum Clerk: Sarah Hunt

Postal Address: 58 Hercules Road, Hellesdon, Norwich, NR6 5HH

Tel: 07789001324 Email: clerksomerton@gmail.com

SOMERTON PARISH COUNCIL

Notice of the ANNUAL PARISH COUNCIL meeting to be held on 3rd May 2022 at
The Village Hall, Cottage Road, Somerton at 7.00pm.

- 6.4 Public. Members of the public are invited to address the Council on matters on the Agenda only. In accordance with Standing Orders no longer than 5 minutes per person and 15 minutes shall be allowed for this item.

7 Matters for reporting from previous meetings.

No decisions may be taken under this item.

- 7.1 Coronation Lane/Mill Lane Permissive Path – still no response from EcoTricity wind turbine owners. To consider further action.
- 7.2 End of year process - update. Clerk.
- 7.3 Fence/Access at ruined church. No communications received. Matter closed.
- 7.4 Minute Books. Not yet received by the Clerk for depositing.

8 Planning.

- 8.1 To consider consultee response to planning applications received from Great Yarmouth Borough Council and The Broads Authority.
- 8.1.1 BA/2022/0079/HOUSEH – Staithe Cottage, The Staithe, West Somerton. Restore Cottage, Rear extension. Replace garage and construct garden room.
- 8.2 To receive notification of any decisions taken by Great Yarmouth Borough Council and The Broads Authority.
- 8.2.1 BA/2022/0024/HOUSEH – Home Farm House, Horsey Road, West Somerton. Replacement Septic Tank. APPROVED.

9 Administrative Matters.

- 9.1 To agree Calendar of meetings for 2022/23.

10 Financial.

- 10.1 To note receipt from GYBCo. Of £2,071.00.
- 10.2 To confirm Ear Marked Reserve Value of Community Fund.
- 10.3 To agree payments:

	Nett	vat	total
Somerton Village Hall – Hall hire	£tbc		
Richard Starling – refund of key cutting costs.	£9.00		
Mrs Sarah Hunt – Locum Clerk	£445.00		£445.00

11 Policies.

To review and adopt the following Policies:

- 11.1 Terms of Reference – Staffing Committee.
- 11.2 Grievance Procedure.
- 11.3 Disciplinary Policy.
- 11.4 Expenses Policy.
- 11.5 Sickness Absence Policy.
- 11.6 Equality and Diversity Policy.

12 Highways Matters.

- 12.1 To receive feedback following attendance at Highways webinar on 20th April 2022. Cllr R Walters.

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13 Correspondence

Poor's Charity	Email	Accounts – will no longer be provided to Parish Council.	For information.
J Bensley	Copy email	Jubilee Celebrations – possibility of £100 funding for Jubilee events.	For information.
Broads Auth.	Email	Notification of Design Guide consultation online.	Previously circulated.

14 Date of next meeting:

Tuesday May 17th at 6.30pm, Village Hall – Annual PARISH Meeting.

Tuesday July 5th 2022 at 7pm, Village Hall – PARISH COUNCIL Meeting.

In accordance with the Public Bodies (admission to meetings) Act 1960 the meeting may RESOLVE to exclude the press and public during consideration of the following item due to the confidential nature.

15 Personnel Recruitment.

- 15.1 To receive recommendations from Staffing Panel following interviews.
- 15.2 To agree Terms and Conditions of employment as recommended.
- 15.3 To agree candidate to fill the position of Clerk/RFO and starting date.

SOMERTON PARISH COUNCIL

Minutes of the **Meeting of the Parish Council**
held on Tuesday 5th April 2022 at 7.00pm in
The Village Hall, Cottage Road, Somerton.

Present: Cllrs J Clift, D Crane, R Starling (chair), R Walters, I Wright.

Clerk: Mrs Sarah Hunt

11 members of the public were present.

1 Minutes.

The Full Council minutes dated 29th March 2022 were AGREED as a true and correct record and signed by the Chairman.

2 Apologies

The meeting noted the resignation of Mr Brian Barker.

Cllr T Jones apologies were ACCEPTED by the meeting – personal commitment.

3 Declarations of Interest.

Cllr J Clift declared an interest in Item 6.1.12 as a neighbouring property. The Cllr took no part in the discussion on the item but remained in the room.

4 Public Speaking.

4.1 County and District Councillor James Bensly sent apologies.

4.2 District Councillor Noel Galer – not present.

4.3 Police Representative – not present.

4.4 Public.

A Parishioner was advised to bring any complaints or data breaches to the attention of the Clerk outside of the meeting.

The Clerk was asked to provide a breakdown of the Community Fund Finances at the next meeting.

5 Matters for reporting from previous meetings.

No decisions may be taken under this item.

5.1 Coronation Lane/Mill Lane Permissive Path – response from EcoTricity wind turbine owners. No response received.

5.2 Sandbags – update on delivery and distribution. No volunteers have come forward, so no sandbags will be obtained.

6 Planning.

6.1 To consider consultee response to planning applications received from Great Yarmouth Borough Council and The Broads Authority.

6.1.1 06/22/0185/HH – 7 Bloodhills Farm, Bloodhills Road, Somerton, NR29 4DU. Proposed installation of 25 No. JA 380 watts Photovoltaic (PV) Solar Panels constructed on a Ground Mounted System consisting of 5 x 5 rows of panels measuring a surface area of 5.26m x 22m. Height of the proposed PV array 1.45m. It was RESOLVED to send 'No Objection'. PROPOSED Cllr I Wright, seconded Cllr J Clift.

6.1.2 BA/2022/0079/HOUSEH – Staithe Cottage, The Staithe, West Somerton. Restore cottage, Rear extension. Replace garage and construct garden room. It was RESOLVED to send 'No Objection' but with the comment that outside lighting be kept to a minimum as it is within a conservation area. PROPOSED Cllr I Wright, seconded Cllr R Walters.

Locum Clerk: Sarah Hunt

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SOMERTON PARISH COUNCIL

- 6.1.3 BA/2022/0024/HOUSEH – Home Farm House, Horsey Road, West Somerton. Replacement Septic Tank. It was RESOLVED to send 'No Objection'. PROPOSED Cllr J Clift, seconded Cllr D Crane.
- 6.2 To receive notification of any decisions taken by Great Yarmouth Borough Council and The Broads Authority.
- 6.2.1 BA/2021/0357/FUL – Staithe Farm, Sandy Lane, West Somerton. Change of use from agricultural to grazing, erection of stables RETROSPECTIVE. Approved subject to conditions. NOTED.

7 Administrative Matters.

- 7.1 To agree membership of a Staffing Committee. It was RESOLVED that the vice-chairman, Cllr J Clift and Cllr I Wright form a Staffing Committee. This committee to short list for the current post of Clerk, interview with the Chair in attendance by invitation and bring a recommendation back to Full Council. PROPOSED Cllr D Crane, seconded Cllr I Wright.
- 7.2 Terms of Reference to be produced from first committee meeting and returned to Council for adoption.
- 7.3 Full Council Training. To be reviewed when new clerk is in post.
- 7.4 Cllr R Starling attended the Councillor Refresher Course on 28th March 2022 with NPTS. This was a valuable course and the notes have been circulated with Councillors.
- 7.5 Cllr R Walters attended Being an Effective Councillor Course, March 2022 with Nalc. This was a 5 hour course over two evenings. Grant/Donation policy to be produced for adoption by Council. Next Meeting.

8 Financial.

- 8.1 Bottle bank financials. The Bottle Bank is part of the Village Hall accounts and as such no report need be made to the Parish Council.
- 8.2 NOTED that the year end paperwork has been received from P K F Littlejohn. The Council is an exempt authority. Deadline of Friday 1st July for return of paperwork.
- 8.3 NOTED that Mr David Balls has agreed to undertake the Internal Audit. Clerk will send paperwork as soon as possible.
- 8.4 To confirm the cost of the new Kissing Gate (Item 3.a - Meeting 1st March 2022). Replacement field gate £395.00.
- 8.5 Phone provision for Council:
It was AGREED in principle that a mobile telephone be provided to the Clerk to utilise on Council business. New Clerk to bring recommendations to Council.
- 8.6 To agree payments:
- | | Nett | vat | total |
|---|---------|--------|---------|
| Norfolk alc – training – Being an effective Councillor. | £60.00 | £12.00 | £72.00 |
| Refund Cllr R Starling – Councillor Refresher training | £45.00 | | £45.00 |
| Norfolk alc – annual membership & website hosting. | £142.15 | | £142.15 |
| Mrs Sarah Hunt – Locum Clerk | £490.00 | | £490.00 |
| R I Bird | £94.50 | | £94.50 |
- 8.7 It was RESOLVED to review membership of NPTS at a cost of £50.00 at the October meeting.

9 Policies.

The following Policies were REVIEWED:

SOMERTON PARISH COUNCIL

- 9.1 Planning Protocol. Following clarification by the Clerk that an extension would be sought whenever possible to allow all applications to be discussed in public at meetings this Protocol was ADOPTED by the Council. PROPOSED Cllr I Wright, seconded Cllr D Crane.
- 9.2 Complaints Procedure. This was ADOPTED as presented. PROPOSED Cllr J Clift, seconded D Crane.
- 9.3 The council considered the need for a Reserves Policy and RESOLVED that no policy was necessary at this time following the Clerks recommendation.

10 Highways Matters.

- 10.1 Fence/Access at ruined church. Any concerns to be forwarded to the Clerk.
- 10.2 To note Cllr R Walters is attending the Highways webinar on 20th April 2022. The meeting was informed this training was Free of Charge.

11 Correspondence

Norfolk Resilience Forum	Email	Community Resilience	No plan to be taken up at present
Norfolk Co Co	Email	Highways Act Section 31 (6) deposit	NOTED

12 Date of next meeting:

Tuesday May 17th at 6.30pm, Village Hall – Annual PARISH Meeting.

Tuesday May 3rd at 7pm, Village Hall – Annual PARISH COUNCIL Meeting.

In accordance with the Public Bodies (admission to meetings) Act 1960 the meeting RESOLVED to exclude the press and public during consideration of the following item due to the confidential nature.

13 Personnel Recruitment.

- 13.1 It was AGREED for the Staffing Committee to meet on the 9th April at 7pm to shortlist candidates. Interviews to take place on 27th April 2022. Committee to meet on Saturday 30th April and bring recommendations and terms and conditions of employment to 3rd May Parish Council meeting for formal appointment.

The meeting NOTED that the Council files and cabinets are held by Cllr R Starling currently.

The meeting NOTED that some minute books are at the Village Hall, to be taken to the Archive Centre. Cllr Starling to obtain. New Clerk to arrange deposit to Norwich.

The meeting closed at 8.37pm.

Signed:

Dated:

Trial Election Dates

Printed: 25 April 2022

Election Date: 16 June 2022

New applications for first interim publication date	Monday 9 May 2022
Notice of Election: To be published not later than	Tuesday 10 May 2022
Delivery of nomination papers: During normal office hours on any day after the date of publication of the Notice of Election Commencing on -	Wednesday 11 May 2022
Last day for delivery of nomination papers: Not later than 4pm on -	Wednesday 18 May 2022
Last day for withdrawal of candidature: Not later than 4pm on -	Wednesday 18 May 2022
Last day for notice of appointment of election agents: Not later than 4pm on -	Wednesday 18 May 2022
Publication of first interim election notice of alteration	Wednesday 18 May 2022
New applications for second interim publication date	Wednesday 18 May 2022
Publish Statement as to Persons Nominated Not later than 4pm on -	Thursday 19 May 2022
Earliest possible first issue of postal ballot papers:	Thursday 26 May 2022
Deadline for applications to be included on the register of electors to be used at the election	Friday 27 May 2022
Last day for new applications to vote by post or to change existing absent vote details (eg cancellation, redirecting of ballot papers etc) Not later than 5pm on -	Monday 30 May 2022
Publication of second interim election notice of alteration Between 18 days and 6 days	Monday 30 May 2022
Last day for new applications to vote by proxy Not later than 5pm on -	Wednesday 8 June 2022
Publish Notice of Poll	Wednesday 8 June 2022
Last day for notice of appointment of counting agents (and polling agents): Not later than -	Thursday 9 June 2022
Publish notice of alteration of register as a result of late applications	Thursday 9 June 2022
First day of requests to replace lost postal ballot papers	Friday 10 June 2022
Last day to make alterations to the Register to correct a clerical error or to implement a court (registration appeal) decision Not later than 9pm on -	Thursday 16 June 2022
Last day to issue replacement spoilt or lost postal ballot papers: Not later than 5pm on -	Thursday 16 June 2022
Polling Day (7am to 10pm)	Thursday 16 June 2022
Last day for new applications to vote by proxy on grounds of medical emergency Not later than 5pm on -	Thursday 16 June 2022

Trial Election Dates

Printed: 25 April 2022

Last day for the receipt of return of election expenses (assuming declaration of the
Result before midnight)

Thursday 21 July 2022

Norfolk County Council report for 2021/22

- 70% of Norfolk streetlights converted, or work underway to convert to LED
- 96.7% of highways inspections completed within timescale
- 99.6% of dangerous highway defects dealt with within timescales set out in the Transport Asset Management Plan
- 94% of Looked after Children (LAC) with an up-to-date Personal Education Plan
- Completed 51,000 Adult Social Care Assessments for 20,700 people.

The 2022/23 Budget

A **£464 million** net revenue budget, a **£25m increase** from last year, with increased spending across key service areas and capital programmes, along with a 2.99 per cent Council Tax rise has been agreed to enable Norfolk to build back better after the pandemic.

Adult Social Services will see an additional **£35.4m** of investment, against savings of £10.5m, **Children's Services** will receive **£23.2m** of further investment, with a **further £10m** this year for the **SEND School Programme**, with £12m against planned savings and **Community and Environmental Services** will see an additional **£11.2m**, against savings of £3.5m.

Within Community and Environmental Services there will be the **£10m pothole fund** to draw upon, **new recycling centres** across the County, **£5m on library upkeep** and extension of services and **£12m on the Better Broadband project**.

There has been substantial **Beryl Bikes and E-Scooters** uptake during the past year, with the average journey being over 3.5km (taking multiple car journeys out of the City) and multiple Local Cycling, Walking Infrastructure Plans (LCWIPS) plans being developed across the County (including Greater Norwich, King's Lynn, Great Yarmouth and Dereham).

These commitments are in keeping with my Conservative Groups 2021 Manifesto pledges to deliver a better future for Norfolk through:

- Protecting valued services
- Investing in care services
- Strengthening community resilience
- Leading on economic development
- Supporting families and young people
- Caring for our environment

Protecting Valued Services

Love Norfolk, Hate Litter – boost for pickers as litter can now be accepted at recycling centres

As the national Great British Spring Clean launched on 28th May 2021, there was good news for litter pickers as the county council announces that it was able to accept litter at any of Norfolk's recycling centres.

From the 28th, anyone who picked a small amount of litter in the county was (and is still able to) bring up to three bags of the waste to a recycling centre for disposal. People looking to organise a group litter pick are still urged to contact their district council who can help provide bags, grabbers and arrange for collection of the waste collected.

£29m 'pothole prevention' work now well underway across Norfolk

Pavements, cycleways and roads all benefited from the county's £29m maintenance programme taking place right across Norfolk this year.

The crucial upkeep work is a key part of the £42 million budget for roads and infrastructure that was agreed in February 2021.

This year £4.5m is being spent on maintaining pavements and paths, for example a £167,000 scheme to remove the existing worn and uneven pavement surface on Kennedy Avenue in Gorleston and replace it with a new smooth asphalt surface will be getting underway in late July.

Brand new £1.9m Norwich South recycling Centre opens today

Norfolk's newest recycling centre opened to the public in December.

The £1.9m recycling centre is the sister site to the new Norwich North recycling centre that opened on 22nd September. Together the two sites will provide improved recycling facilities for the growing greater Norwich area.

As the new Norwich South recycling centre opens at Harford, just off the A47/A140 junction, staff bid farewell to the old site at Ketteringham that closed yesterday.

The move to a larger site allows room for a one-way traffic system to smooth traffic flow and reduce queues, low-level bins meaning people will not have to climb steps to recycle their waste, and there is plenty of parking for cars, bicycles and vehicles with trailers.

Fire and Rescue staff presented with awards

The achievements of staff across Norfolk Fire & Rescue Service have been recognised through employee awards.

A ceremony to present the awards was cancelled due to the pandemic, so senior leaders have visited some of the recipients of the 2021 awards individually and will continue to do so when Covid-19 restrictions allow.

As well as honouring staff with long service awards, categories also included fundraiser of the year, making a difference awards and leadership accolades.

Council wins national award for its work with the armed forces

Norfolk County Council has been recognised for its outstanding support of the armed forces community in Norfolk, following an announcement from the Ministry of Defence.

The local authority has been given the Gold Award, the highest honour handed out through the Defence Employer Recognition Scheme.

The award is given to organisations that employ and support those who serve in the armed forces, service leavers, veterans and their families, with the Gold Award also acknowledging the Council's partnership working through the Norfolk Armed Forces Covenant Board.

This includes successfully addressing a significant gap in the dental service provision in the West of the County. It negotiated with the Ministry of Defence and NHS England, to ensure the opening of a new dental practice for serving and civilian families at RAF Marham and the surrounding area.

Investing in care Services

Plan to tackle adult social care's winter pressures

Plans to support Adult Social Services with the expected "winter pressures" have been unveiled.

A report was heard by Norfolk County Council's Cabinet in December saying that Adult Social Services across the country are facing unprecedented challenges. However, here in Norfolk practical solutions are being put in place.

The report said: 'Norfolk Adult Social Services face a level of unprecedented challenge in 2021/22 as a result of the pandemic, with national and local workforce shortages, rising

demand in hospitals and the community and the continued infection risk posed by COVID-19 as well as other recurring respiratory viruses such as flu.'

Adult Social Services received 20,279 calls for support between April and October this year – an increase of 9,400 over four years.

Action being taken by the Council includes:

- Expanding action to support people at home or, where appropriate, in short term residential settings
- Stepping up the council's care recruitment campaign, to tackle staff shortages
- Providing wrap-around support for care settings
- Providing assistive technology, with 100 video phones sent out to homes
- Improving capacity in the Norfolk First Response service
- Supporting mental health services, with three new step down services

Norfolk to take a step closer to new integrated approach to health and care

Norfolk County Council has agreed their support for new local Health and Wellbeing Partnerships, putting local communities at the heart of health and care in their area.

Under the Health and Care Bill, Integrated care systems (ICSs) are being established in all areas of the country to drive changes that are intended to lead to better, more joined-up care for the population.

Much of the activity to deliver integrated health and care and improve the population's health will happen more locally in the places where people live and work, meaning the new Health and Wellbeing Partnerships will play a key role in driving forward this activity.

Strengthening community Resilience

A new single point of contact for flooding in Norfolk has been launched, allowing residents to report any sort of flooding quickly and efficiently

In the event of flooding residents can call 0344 800 8013 to report it.

Alternatively, residents can continue to report flooding online via [our flooding pages](#).

The new number gives residents a single point of contact and allows reports to be made swiftly.

Different agencies respond to different types of flooding, which has historically made reporting a flood by telephone more complicated when and where it is not possible to

ascertain the source of floodwaters. The new number provides a single point of contact making the reporting of flooding quicker and easier.

Where there is a potential risk to life from flooding people should still call 999 immediately.

Flood Reserve Fund spending agreed

Norfolk's Cabinet considered the allocation of the council's £1.5m Flood Reserve Fund to support urgent works, repairs and to enable recommendations from flood investigation reports.

The Reserve Fund was set up in the annual budget for 2021/22 agreed by the County Council in their budget meeting in February.

The Cabinet meeting, held on 6th September, discussed the proposed allocation of the funding, including £695k for additional highway and ditch maintenance and £365k for drainage asset improvements.

This funding will be used for work on the 285,864 metres of drainage grips and 31,037 metres of kerb drains on Norfolk's highways, as well as operations to clear some of the county's 145,305 gullies that help drain rain water.

Norfolk Strategic Flood Alliance formally adopts Strategy

The Norfolk Strategic Flooding Alliance (NSFA) has formally adopted an overall Strategy, designed to enable county wide responses to flooding across all agencies involved.

The Strategy, which lays out the NSFA's vision, objectives, approach and structure, is a major milestone in the development of the Alliance, which was founded earlier this year to bring together all agencies and partners involved in planning for and responding to flooding in Norfolk.

£1million awarded to community groups across Norfolk

Community and voluntary organisations across Norfolk were set for a major cash boost as the recipients of the [Norfolk Social Infrastructure Fund](#) were announced.

Norfolk County Council has handed out £1.02 million to 25 different organisations, with grants ranging £3,400 all the way up to £250,000.

In total, the fund saw 64 applications with funding requests that totalled almost £5million. This was more than double the number of applications received last year.

Leading on Economic Development

Ground-breaking partnership to provide Covid-19 recovery support for Norfolk

Norfolk County Council and New Anglia LEP were part of an ambitious cross-border project which helped to deliver a unique package of Covid-19 recovery support for local businesses and people.

The C-CARE (Covid Channel Area Response Exchange) initiative, funded by the Interreg France (Channel) England programme which has allocated €2.2m for C-CARE in Norfolk, was set to reach businesses and people that were been hit hardest in the pandemic.

Drawing on a range of expertise from local government, enterprise and tourism in the UK and France, the project supported people at risk of exclusion from the labour market and businesses at risk of closure.

C-CARE aims to reach 4,500 people and almost 2,000 businesses through its pilot initiatives which include skills training to help individuals find new routes into employment or starting a business, and advice and grants aimed at helping companies reset their business models in response to the pandemic.

In Norfolk the project will work to support over 600 people into employment or self-employment and provide support for up to 800 businesses.

Norfolk to get faster broadband thanks to new Government funding

Hard to reach premises in Norfolk are to receive between £115m and £195m of funding as part of the Government's Project Gigabit to provide 1GB per second broadband to up to 119,000 premises. Contracts will be awarded from February 2022.

Rural homes and businesses across Norfolk and Suffolk will get next-generation gigabit broadband brought to them under a £5 billion plan to level up internet access across the UK.

It means families no longer having to battle over bandwidth and will give people in rural areas the freedom to live and work more flexibly, with the speed and reliability needed to start and run businesses.

Supporting families and young people

Vulnerable young people in Norfolk have chance to take New Roads with launch of dedicated support service

A new service to support some of Norfolk's most vulnerable young people to live within families and achieve their full potential launched on 1st June 2021.

New Roads was set up by Norfolk County Council with significant investment to give young people access to a dedicated support team that sticks with them, understands them, and helps them to achieve and succeed.

Based out of two hubs, in Dereham and Norwich, the service provides young people with education, life coaching and speech and language therapy, as well as access to short term residential beds and foster care placements to help meet their needs.

The aim is to give young people stability, reduce risk-taking behaviour and help to avoid the need for long-term residential care, as well as longer term costs to themselves, the wider system and communities.

Hundreds of free activities available for children and young people this Easter

Bookings are now open for [The Big Norfolk Holiday Fun](#), a programme of free activities that will run over the Easter holidays for 5–16-year-olds across Norfolk.

The scheme is provided as part of the government's Holiday Activities and Food (HAF) programme and is being delivered by Norfolk County Council in partnership with Active Norfolk.

After the success of HAF over the Christmas break and some brilliant feedback from parents, it's returning from 4 April though till 19 April with free activities for children eligible for means-tested free school meals. There'll be a fantastic range of activities taking place including outdoor adventure sports, dance and drama and circus skills across the county. With so many activities on offer, children will have an excellent range of ventures to take part in and may even discover a new passion.

Free online business summer school for 16-25-year-olds in Norfolk

There are so many options to choose from when leaving school - like apprenticeships, university, work experience, getting a job...

Or how about starting a business? It may seem a daunting idea at first, but there's lots of free help on offer.

Started in August 2021, the Business & IP Centre (BIPC) Norfolk, managed by Norfolk County Council's Library and Information Service, ran a free online Summer School for 16-25-year-olds to help them decide whether starting their own business might be right for them.

Plans for thousands of new school places in Norfolk

More than a dozen new primary schools could be needed in Norfolk in the next decade, to cater for growing pupil numbers in areas of development.

A report to Norfolk County Council's Cabinet highlighted the scale of school development that is likely to be needed to support Norfolk's growing communities. It addresses both demographic changes and population growth from new housing.

The report, discussed by members on 31st January, provided a snapshot of the council's plans to ensure there are sufficient school places for Norfolk children aged four to 16.

Alongside district councils, the County Council expects to secure nearly £100m in developer contributions for the proposed new and extended schools but if all of the places are needed, a further £191m would need to be found.

Some of this will be met by Community Infrastructure Levy and government grant contributions.

Inspectors praise support for children in care in Norfolk

Most children in care in Norfolk are well looked after and receive good support for their emotional and mental health and education, Ofsted inspectors have found.

A team of Her Majesty's Inspectors visited Norfolk County Council in October for a two-day focused visit of the council's services for children in its care.

In a letter detailing their findings, inspectors said that social workers know their children well, listen to them and help them to understand their experiences.

Ofsted's visit follows a [similar focused visit in 2019](#), which looked at how the council responds to child safeguarding calls and referrals. Following that visit, inspectors described the quality of decision making as "consistently strong".

Caring for our environment

Carbon cutting commitment central to new county transport plan

A plan set to drive the county's transport policy for the next 15 years was discussed by County Councillors in August.

The ambitious Local Transport Plan has at its heart the aim to support a growing economy, strengthen communities and reduce our impact on the environment.

A carbon cutting commitment is central to the transport plan which supports the county council's pledge to achieve net zero carbon by 2030, which Councillors adopted as part of the authority's Environmental Policy in November 2019.

Buzz created as pollinator paradises set for Norfolk roadsides

Tripling the number of Roadside Nature Reserves in Norfolk were among a range of green measures considered by County Councillors last July.

Fewer cuts for rural roadsides, a pollinator action plan, and 188 more roadside nature reserves are all on the cards as part of plans to boost biodiversity along roads and paths across the county.

Also on the agenda were plans to help boost cycling and walking across the county, and development of a new verge management policy which will include information for parish and town councils wishing to take on responsibility for verge cutting in their local area. The aim is to help involve local communities more in decisions about verge management near them.

A busy first year as we come out of this terrible pandemic and more to do but it's a great privilege to serve my home villages here in the East Flegg Division and I'm forever grateful.

As ever if I can be of any further assistance please do not hesitate to contact me.

Thank you.

Kind regards

james

SOMERTON PARISH COUNCIL
MEETING DATES 2022/23

The Parish Council meets every 2 months in the Village Hall, Cottage Road, Somerton.

Members of the public are welcome to attend and time is permitted for public questions/comments.

All correspondence received by the Parish Council can be viewed before the start of the meeting from 6.45 p.m.

Meetings commence at 7.00 p.m. and will be held on the following dates (Tuesday evenings).

JULY 5TH 2022

SEPTEMBER 6TH 2022

NOVEMBER 1ST 2022

JANUARY 3RD 2023

MARCH 7TH 2023

MAY 2ND 2023

For further information please contact:

Locum Parish Clerk, Sarah Hunt, 07789001324

email clerksomerton@gmail.com

58, Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

SOMERTON PARISH COUNCIL

Staffing Committee

Terms of Reference

Definitions

In this document the following terms have the meanings assigned to them below:

Alternate Member	A person elected to serve as an alternate if an elected member cannot serve on the Staffing Committee	
Chairman	The Chairman of the Committee	The Staffing Committee of the Council
Committee Member	Any person participating in the Panel's work under the arrangements set out in the Section headed 'Membership and Quorum'	
Council	Somerton Parish Council	
Member	An elected or co-opted member of the Stanwick Parish Council	

1. General

1.1 These Terms of Reference define the Council's specific responsibilities delegated to the Staffing Committee and were first approved by Somerton Parish Council at its Meeting held on May 3rd 2022. The conduct of all aspects of the Committee's work shall be treated as confidential and be governed by the Council's Standing Orders.

1.2 Specific delegated responsibility decisions of the Committee shall be binding on the Council.

1.3 The Committee has no power to authorise expenditure on behalf of the Council except where third party specialists are required whereby the maximum sum of £500.00 may be incurred in any one incident without reference to the full Council.

1.4 Members of the public have no rights to attend confidential sessions of the meetings of the Committee.

1.5 These Terms of Reference are in accordance with the Council's Standing Orders.

2. Duties & Scope of Delegated Responsibilities

2.1 The Committee shall undertake the following duties on behalf of the Council:

2.2 Performance Management

- To monitor and performance manage the Clerk's work
- At least annually to conduct a staff appraisal/annual review with the Clerk. The appraisal is to be undertaken by two members of the committee.
- Following the interview to submit a confidential report to the Council. The report should include, where appropriate, any changes in the Clerk's responsibilities and recommendations as to the grading of the post and salary progression (the list of contents is not intended to be exhaustive).

2.3 Dispute Resolution Proceedings

- To oversee 'informal' dispute resolution arrangements and the appointment of a trained mediator if required for mediation, conciliation or arbitration.

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- To appoint a Hearing Panel upon any formal grievance issue raised by staff under this Council's Grievance Procedure.
- To appoint a Hearing Panel upon appropriate disciplinary cases as set out the Council's Disciplinary Procedure, making recommendation to Council if sanctions are to be imposed.
- To convene Appeals Hearing Panels where required

3. Appointment of new staff

3.1 To oversee recruitment and selection of new employees on behalf of the council (with the Clerk where appropriate) including job description, person specification, advertising, shortlisting, interviewing, reference checking, making recommendation to full Council and defining the induction process.

4. Other Duties and Responsibilities

- To establish a programme of training for Councillors and employees such as will encourage professional advancement and make recommendations for expenditure to support these goals.
- To review staffing structures in the council and pay-scales annually
- To draft, review and monitor employment policies and procedures.
- To recommend the payment of overtime, additional hours and employment related expenses in relation to the employees, as may be deemed necessary.
- To monitor absences and approve holiday and other leave requests for the Clerk.
- To keep under review the working conditions and health and safety of the council's staff
- To oversee the termination arrangements for the Council's staff

5. Powers

5.1 Subject to the power, set out in paragraph 2 immediately below, the Committee shall have no other powers.

5.2 The Chairman, subject to the agreement of the Committee's Members, shall have the power to invite an appropriate expert in human relations to attend Dispute Resolution meetings to advise the Committee. Such Invited Participants shall have the freedom to participate in the enquiry but not to vote.

6. Membership and Quorum

6.1 The Committee shall consist of 3 Members and an Alternate Member, all of whom shall be elected from Members of the Council. The Committee shall appoint one of the members to be the Committee's chairman.

6.2 The quorum shall consist of 3 Committee Members. For the avoidance of misunderstanding the Alternate Member only attends a meeting if an elected Committee Member is unable to participate.

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6.3 In the event that one or more of the Committee Members is unable to serve the following arrangements shall be adopted:

- The first Committee Member unable to serve shall be replaced by the Alternate Member.

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- If any further Committee Members or the Alternate Member are unable to serve they shall be replaced by suitable councillors appointed by the Council.
- If one of the Committee Members unable to serve is the Chairman, then the revised Committee when fully formed shall at the relevant meeting elect its own Chairman.
- Any person serving as a Committee Member under the arrangements in this clause shall have the same powers they would have possessed had they been elected by the Council.

7. Meetings

7.1 Ordinary Meetings: The committee shall meet at least once a year. The meeting shall be summoned by the Chairman or by such person appointed to the task. The Committee shall set dates for further meetings at its first meeting in the year.

7.2 Extraordinary meetings: when necessary may be held on dates between the Ordinary Meetings. Extraordinary meetings shall be called using appropriate arrangements.

7.3 Calling Meetings: The Chairman shall be responsible for calling all meetings. The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.

7.4 Minutes: The Chairman shall be responsible for ensuring that proper minutes are kept of all Committee meetings and that where necessary appropriate reports are generated and circulated. The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.

8. Alterations to these Terms of Reference

8.1 The Committee has no powers to alter or temporarily suspend these Terms of Reference.

8.2 The Council may change these Terms of Reference using the procedure set out in the Council's Standing Order number: 4.

Version	Date adopted	Minute reference
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